

FIRE CHIEF, CORRECTIONAL FACILITY
Final Filing Date: September 5, 2014



OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678) and Criminal Record Supplemental Questionnaire

By mail to: Department of Corrections and Rehabilitation Office of Workforce Planning P.O. Box 942883 Sacramento, CA 94283-0001 (916) 322-2545	or	In person at: Department of Corrections and Rehabilitation Office of Workforce Planning 1515 S Street, Room 101N Sacramento, CA 95811-7243 (916) 322-2545
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Effective June 25, 2010, the Examination Application (Std. Form 678) was revised eliminating questions 10 and 11. For all peace officer examinations, a Criminal Record Supplemental Questionnaire must be submitted with an Examination Application (Std. Form 678).

If you are personally delivering your application and Criminal Record Supplemental Questionnaire, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning.

Examination Applications and the Criminal Record Supplemental Questionnaires are available at CDCR's internet website at http://www.cdcr.ca.gov/Career_Opportunities/index.html or in person at the address listed above.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS September 5, 2014, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **December 2014/January 2015**.

SALARY RANGE(S) As of: July 1, 2014

\$6,089 - \$7,698

MINIMUM QUALIFICATIONS

Either I
Experience: One year of experience performing the duties of a Fire Fighter, Correctional Institution, in the Department of Corrections.

Or II
Experience: Three years of experience performing the duties of an Institution Fire Fighter (Part Time) in the Department of Corrections.

Or III
Experience: Two years of experience in structural fire fighting. and

Education: Equivalent to completion of the twelfth grade.

Special Personal Characteristics: Sympathetic and objective understanding of prison inmates; leadership ability; tact; courage; alertness; willingness to work at night and to report for duty whenever emergencies arise; normal hearing; sound physical condition; strength; endurance and agility.

Desirable Qualifications: Possession of a certificate issued by the California State Board of Fire Services as a Certified Fire Officer or the equivalent college course work in Fire Science.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
- 1. Use and upkeep of motorized fire-fighting equipment.
 - 2. Modern fire-fighting methods, tools, and equipment.
 - 3. Methods used in protecting property against fire and panic.
 - 4. Penal practices and purposes and methods of discipline as applied to persons under restraint.
 - 5. First aid.
 - 6. Rules and regulations pertaining to fire prevention and fire safety in State institutions.
 - 7. The Department's Equal Opportunity (EEO) Program and the objectives.
 - 8. A manager's role in the EEO Program and the processes available to meet EEO action objectives.
- B. Ability to:**
- 1. Supervise the work of others.
 - 2. Control, direct, and instruct inmates individually and in groups.
 - 3. Organize, train, and direct an institution fire department in fire prevention, fire suppression and rescue work.
 - 4. Interpret and enforce institution rules and regulations with firmness, tact, and impartiality.
 - 5. Rate the conduct and production of inmates accurately and impartially.
 - 6. Analyze situations and take effective action.
 - 7. Prepare cost and damage estimates.
 - 8. Prepare budget recommendations.
 - 9. Review construction plans for conformance with safety principles.
 - 10. Keep records and prepare reports.
 - 11. Effectively contribute to the Department's EEO action objectives.

ELIGIBLE LIST INFORMATION The resulting eligible list will be established to fill vacancies for CDCR. The list(s) will be abolished 12 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S) A Fire Chief, Correctional Facility, under direction, plans, organizes and directs all fire prevention, fire suppression, fire education, and training program activities of a correctional facility; plans, organizes and supervises a hazardous materials program that includes storage, use control and disposal of all hazardous substances, ensuring compliance with Federal, State, and local regulations by the correctional facility; supervises employees and inmates in said activities; promotes acceptable attitudes and behavior of inmates under supervision; and does other related work.

Position(s) exists at various institutions throughout the state with the Department of Corrections and Rehabilitation.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS' PREFERENCE/ CAREER CREDITS Veterans' Preference will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

SPECIAL REQUIREMENTS

Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

Felony Disqualification: Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.

In completing the Criminal Record Supplemental Questionnaire, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

- (1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or
- (2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or
- (3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

**SPECIAL
REQUIREMENTS
(CONTINUED)**

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) and the Criminal Record Supplemental Questionnaire which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application and the Criminal Record Supplemental Questionnaire.

Age Limitation -- minimum age for appointment: 21 years. (Applicants must state their birth date on the Examination Application.)

Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

Drug Testing Requirement: Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for CDCR's employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

Pre-Employment Medical Examinations: Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

High School Equivalence for Peace Officer Classifications: Equivalence to completion of the 12th grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.

GENERAL INFORMATION

It is the candidate's responsibility to contact CDCR's Office of Workforce Planning at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

Veterans' Preference: California law allows the granting of Veterans' Preference in any Open examination. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:** 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [Veterans Preference Application \(CALHR 1093\)](#). Additional information can also be found at Department of Veterans Affairs' website at www.jobs.ca.gov/job/VeteransInformation.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545

Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

Fire Chief, CF.doc/CT
Rev. 7/8/14